

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 4-18								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 05/30/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name STAR Fellowship Grant								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.3 & 2-4								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2012 To 05/30/2014								
Comments: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
12/16/2008 To 05/30/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Ted Just							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-343-9714			
							FAX Number:			
Project Officer Name Melissa Revely-Wilson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 703-347-8523			
							FAX Number: 703-347-8696			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Camille W. Davis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			

PERFORMANCE WORK STATEMENT
Contract Number: EP-C-08-010
Work Assignment Number 04-18 Amend 2

Title: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences

SOW Section & Paragraph: 2.3 – 2-4

PERIOD OF PERFORMANCE: December 1, 2013 to May 30, 2014

A). Introduction

The Environmental Protection Agency has an ongoing program known as the Science to Achieve Results (STAR) grant program. The STAR Fellowship program is a research grant program designed to provide Fellowships which foster academic research in areas that will ultimately assist policy makers to make decisions based on sound scientific results. There is a need to track, edit, monitor, and assist in the preparation of progress reports during the review and processing of the applications prior to web posting. During the active period of each Fellowship, support needs to be provided in reviewing, editing and posting the student's reports and publications / citations. Entries in NCER's Fellowship Information Inventory (FII2) must be monitored, cross-checked, verified and updated. Links and references to Fellowship publications are reviewed and identified for inclusion into the NCER agency website. Final reports are ultimately posted to the NCER web site through its web database as a means of relaying to the public our research progress and results; this would require the contractor to assist us in mining the data to produce requested reports. The purpose of this work assignment, therefore, is to assist NCER in posting annual, monthly, intermittent and final summary Fellowship reports, documents and informational data points to the FII2. All products are based upon Technical Directives and are prepared for the EPA WA COR's final review.

The Contractor shall perform the following activities to facilitate the transmission, review, and posting of related results for approximately 300-400 STAR fellowships.

B) Scope of Work

The contractor shall maintain and monitor the posting by the Fellows of original incoming files and data associated with the STAR Fellowships. In some instances informational reports will be tagged for full edit review, while in other cases only a review of the publication, previous employment and other documentation lists will be required. The contractor shall only perform the reviews when specifically assigned by the EPA WA COR through Technical Directives. At times the contractor shall contact various Fellowship Principal Investigators (PIs) or the NCER PO to either collect additional information or to clarify information in the FII2 system / reports created from the FII2 data. From time to time, the contractor will review the FII2 system at the request of the EPA WA COR in order to highlight areas for improvement and make recommendations. The contractor will monitor and maintain the FII2 system as necessary and develop specific fixes for the FII2 system as directed. The contractor shall augment the FII2 with tools whenever we can improve our collection processes in generating Fellowship reports. The contractor shall generate reports from the FII2 inventory of information which will summarize monthly progress of its use and upkeep. The FII2 must be managed and updated by the contractor to accurately reflect various report results or the status of all documents.

Important dates for the contractor to verify within the FII2 may include:

- 1) receipt date and delivery date by the contractor of technical directives
- 2) dates NCER PO contacted contractor and what specific information is requested by contractor
- 3) dates of outputs that were sent to NCER PO for approval
- 4) dates that specific information was requested by NCER PO
- 5) dates various activities were approved by NCER PO
- 6) dates materials were sent to contractor's Project Officer
- 7) dates which highlight the completion of FII2 inventory improvements

The FII2 inventory will continue to be set up to notify POs of appropriate "triggers" and delivery dates related to documents and information being provided.

C) Tasks

Task 1: Monitoring, Editing, and Preparing Reports for Data Entries into the Fellowship Inventory system

The contractor shall perform an edit review of all initial, annual and final summary reports specifically identified by the Fellowship PO as related to the FII2 Inventory. When conducting a full edit review - the contractor shall review for completeness, spelling and minor grammatical edits as well as accuracy. No edits shall be made to project results or data, inconsistencies in results or data shall be flagged for the EPA WA COR but not modified. This activity may involve contacting either each PI or each PO for additional information and clarifications.

Contractor Activities under Task 1:

The contractor may perform the following activities when specifically requested by the EPA WA COR in support of this task:

- a) Maintain original report files furnished by the Fellowship PO or PI,
- b) Monitor / maintain posted data points and documents by each Fellowship PI,
- c) Edit / Collect assigned reports by EPA WA COR and when necessary contact each Fellowship PI / PO for additional information as needed,
- d) Collect assigned reports from Fellowship PIs for publication review,
- e) Follow up with Fellowship POs on reports that have exceeded "trigger" dates,
- f) Maintain statistical counts of annual and final reports in the tracking inventory through monthly statistical summary tabulations of grants being reviewed, information requested, and/or sent to each PO for approval or resolution,
- g) Fill gaps as necessary in EPA's data base with regard to changing or missing PI addresses, e-mail addresses, and phone numbers as well as changing the EPA PO assigned to the projects (when required),
- h) Post grant extension dates in FII2 to the project period of the grant as determined from information provided by each EPA Fellowship PI / PO and GAD Grant data base as provided by the EPA WA COR,
- i) Conduct regular checks to assure that the FII2 data reflects all current e-mail and address changes,

etc.

- j) Submit periodic compilation reports (these would be no more frequent than quarterly) of PI publications when requested by EPA WA COR through a written technical direction on particular topics to be determined by EPA WA COR,
- k) Submit completed periodic FII2 reports to each PO and /or to the EPA WA COR,
- l) Incorporate information submitted directly by each PI in response to contractor inquiries into appropriate or missing format fields.

Deliverables

The contractor may be requested to supply the following reports to the EPA WA COR through regular system channels on a monthly basis:

- 1) Statistical summary report detailing number of reports in the system, reviewed, pending, passed to each PO, or approved for posting
- 2) Lists of late Fellowship PO report approvals by PO
- 3) Lists of late data reports due from Fellowship PIs to POs
- 4) Total number of files processed per month, average process time with explanations of any delays
- 5) Notes on any issues encountered in processing any particular report or managing specific FII2 data points

Task 2: Review of Fellowship PI publications, citations, and FII2 data points

When specifically requested by the EPA WA COR, the contractor shall review and edit all data points/citations on every new annual and final report. The contractor shall assure that an accurate citation is being included in the reports. The contractor shall add URL links to full text and abstracts of Fellowship files / publications where available through web searches.

Contractor Activities under Task 2:

The contractor shall perform the following activities in support of this task when specifically requested by the EPA WA COR:

- a) Review and edit publication citations to assure accuracy
- b) Use ISI-WOS, Dialog, PUBMED, Google scholar, Science Direct, Scopus, Wiley Interscience and other web tool resources to locate abstracts and full text of publications
- c) Remove all anticipated pubs and keep a record of all anticipated pubs
- d) Send all anticipated, incomplete, and other pubs that cannot be resolved back to EPA WA COR
- e) For all those pubs that can be resolved and verified by finding an abstract, full text, or evidence such as citing pubs, keep the pub citations in the reports and attach a file relaying the abstracts, full text, or link to publisher if abstracts and full text as well as other evidence of existence if abstract is unavailable
- f) identify all duplicates for removal from any report or database

Task 3: Clean up of FII2 data

The contractor shall correct FII2 data points by removing duplicates and incomplete data and otherwise editing as necessary the information therein.

Contractor Activities under Task 3:

When requested by the EPA WA COR, the contractor shall perform the following activities in support of this task; note that the extent of each effort shall be specifically determined by the EPA WA COR based on available funding:

- a) Contractor shall continue incrementally reviewing back years of grantee data, publications, etc. by RFA research categories and other requested statistics.
- b) Contractor shall convey updates in electronic files (excel) that include the grant number, and various combinations of other data based upon progress and / or final reports
- c) Contractor shall identify those documents and data points which can be tied to the ongoing information within the FII2.

Task 4: White Paper on State of the FII2 and Proposed Improvements

The contractor shall prepare a white paper on the types of improvements that can and should be made to the FII2. The contractor shall determine what similar tools or mechanisms other research organizational entities within other federal agencies like NSF, NIOSH, NIH, NIEHS, DOE, etc are using to maintain similar FII2 data. The contractor shall also identify any other databases or tools in the public domain that may be pertinent to NCER's research impact analysis in addition to those mentioned above.

Task 5: Provide assistance in conducting reviews of various groupings of subsets of Fellowships, i.e. Relevancy, Media Programs, etc.

Schedule of Deliverables (upon specific request by EPA WA COR):

Updated reports associated with FII2 information	Monthly
Summaries of reviews and modifications	Monthly
Statistical summaries compiled from FII2 datapoints	Monthly
Clean -up of FII2 data-points	Ongoing - Monthly
White Paper on System Improvements	TBD by EPA WA COR

D) Staffing

In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing, tracking and various support functions.

1) Conflict of Interest

The contractor shall disclose any conflict of interest regarding this work.

2) Acceptance Criteria

Deliverables shall be provided to the EPA WA COR in accepted Agency format and be of high quality. Deliverables shall be prepared using Excel and Word or appropriate spreadsheet and word processing software. Deliverables shall be submitted electronically to the EPA WA COR via e-mail as well as hard copy (when requested).

3) Management Controls

Analyses and materials prepared by the contractor shall be based on information obtained by the contractor at the direction of the EPA WA COR. Information will be provided to the contractor directly from the principle investigators, Fellowship project officers and the EPA WA COR. Annual and periodic report summaries will be thoroughly reviewed and approved by the Fellowship NCER PO prior to distribution via various contemporary publicity avenues using the many agency publicity vehicles, i.e. web posting, etc. by the EPA WA COR; the contractor is not involved in this final part of the process.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference, on-site at the contractors' and/or EPA staff offices, or by video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

Work Assignment COR:

Ted Just Telephone: (703) 347-8054
Just-ted@epa.gov

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 04-18 Amend 1

Title: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences

SOW Section & Paragraph: 2.3 – 2-4

PERIOD OF PERFORMANCE: Option Year 4: Issuance to November 30, 2013

Task 6: Fellow Portfolio

The contractor shall conceptualize, develop and design a new Fellow Portfolio for print and electronic forms. The Portfolio shall contain abstracts on each new fellow entering the program along with their educational and research information. In addition to the new fellow abstracts, the PDF version of the final Portfolio shall include indices designed for users to locate specific fellows within the electronic copy. The contractor shall meet with the EPA WA COR to discuss design concepts and presentation ideas for review and approval prior to the development of the Portfolio. Upon receiving approval from the EPA WA COR on the design and layout of the Portfolio, the contractor shall edit and format each fellow abstract for consistency and style, and prepare and desktop publish the Portfolio, and deliver a hard copy and a 508-compliant PDF to the EPA WA COR.

Task 7: Development of the 2013 Fellowship Conference Registration Website

The contractor shall develop the registration website for the 2013 Fellowship Conference incorporating the approved 2013 graphics theme. The contractor shall conceptualize the registration website design and send the design concept to the EPA WA COR for review and approval prior to designing the final registration website. The contractor shall prepare and edit the content for the registration website and send to the EPA WA COR for review and approval prior to including the final text in the registration website. In addition, the contractor may be required to provide other light logistical support for the 2013 Fellowship Conference as directed by the EPA WA COR.

Task 8: 2013 Fellowship HelpLine

The contractor shall provide support to the EPA staff for handling the public inquiries associated with the NCER 2013 Fellowship Announcement. A special, temporary EPA email address will be established to receive public inquiries associated with the 2013 Fellowship Announcement. These will be reviewed by EPA NCER staff and then will be forwarded to the contractor's staff for direct reply with appropriate guidance. The contractor's staff will prepare and send out the replies responding by email. They will also maintain appropriate logs and copies of all inquiries and replies.-

At the end of the HelpLine project, the contractor shall develop a summary report containing an aggregate of the data on the types of inquiries, general areas of concerns, and the number of replies per category with sample replies.

Based upon a preliminary review of the aforementioned summary report, an additional task may be necessary to allow for a more in-depth analysis of various segments of the summary data in order to better understand the difficulties that applicants had with certain key areas of the Fellowship Request for Proposals and what were the specifics of those difficulties. The EPA WA COR shall request further analysis via written technical direction.

EPA United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number 4-18								
Work Assignment		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010		Contract Period 12/16/2008 To 11/30/2013 Base Option Period Number 4								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Title of Work Assignment/SF Site Name Star Fellowship Grant Program								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2012 To 11/30/2013								
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5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
12/16/2008 To 11/30/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Ted Just						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Melissa Revely-Wilson						Phone Number 202-343-9714				
_____ (Signature)						_____ (Date)				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
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Contracting Official Name William Yates						FAX Number: 703-347-8696				
_____ (Signature)						_____ (Date)				
						Branch/Mail Code:				
						Phone Number: 513-487-2055				
						FAX Number:				

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 04-30

Title: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences

SOW Section & Paragraph: 2.3 – 2-4

PERIOD OF PERFORMANCE: Option Year 4: Issuance to November 30, 2013

A). Introduction

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Contractor Activities under Task 2:

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summaries will be thoroughly reviewed and approved by the Fellowship NCER PO prior to distribution via various contemporary publicity avenues using the many agency publicity vehicles, i.e. web posting, etc. by the EPA WA COR; the contractor is not involved in this final part of the process.

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Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.